

Bill To:
Various State Agencies
Located throughout Idaho

Various, ID 83701



Various State Agencies

THIS NUMBER MUST
 APPEAR
 ON ALL DOCUMENTS

**Statewide Blanket
 Purchase Order
 SBPO1188**

Statewide Blanket Purchase Order

DELIVER **Various State Agencies**
TO: **Located throughout Idaho**

Various, ID 83701

Date: **Tue Apr 27, 2004**
F.O.B: **Destination**
Terms:

VENDOR: **BOISE OFFICE SOLUTIONS**
575 E 42ND ST
BOISE, ID 83714-6322
Attn: GENERAL MANAGER

Contract From **Sat May 01, 2004**
Date

Contract To
Date: **Mon Apr 30, 2007**

RFQ#: **RFQ04065**
DOC#: **PREQ7940**

Buyer: **FRANK L. PIERCE** 208-327-7322

Item No	Description	Quantity UOM	Unit Price	EXTENSION
000	BLANKET PURCHASE AGREEMENT (line item particulars follow)	1 lot		4500000.00
Total:				4500000.00

Blanket Comments:NOTICE OF STATEWIDE CONTRACT (SBPO) AWARD
	<p>Contract for Office Supplies for various state of Idaho agencies, institutions, and departments, City of Boise, Ada County, and the Boise Independent School District. The requisitioning agency will issue individual releases (delivery or purchase orders) against this Master Contract on an as needed basis.</p> <p>Contract Title:.....Office Supplies Delivery Zone/Area:.....Statewide Contract Usage Type:.....Mandatory with some Optional Use Items Public Agency Clause:Yes or No Contract Administration:....Gerry Silvester ---Phone Number:.....208-327-7325 ---E-Mail:.....gsilvest@adm.state.id.us</p> <p>Contractor's Primary Contact ---Attn:.....Thomas C. Hays ---Address:.....575 E. 42nd Street ---City, State, Zip:.....Boise, ID 83714 Phone Number:.....208-373-1121 Toll Free Number:.....800-347-4376 Fax Number:.....208-378-0050 E-Mail:.....TomHays@BoiseOffice.com</p>

	CONTRACTOR: Ship to the FOB DESTINATION point and BILL DIRECTLY to the ORDERING AGENCY. DO NOT MAIL INVOICES TO THE DIVISION OF PURCHASING. Notating the Contract Award Number on any invoices/statement will facilitate the efficient processing of payment. Minimum Order Quantity:....None Minimum Dollar Amount:....None Standard Delivery Time:.....Overnight			
Item No	Description	Quantity UOM	Unit Price	EXTENSION
001	OFFICE SUPPLIES CONTRACT for the State of Idaho, City of Boise, Ada County, and the Boise Independent School District for a period of three (3) years.	3 YR	1500000.00	4500000.00
General Comments:				
Instructions:				
Freight / Handling Included in Price				
		By: LYLE GESSFORD		

CONTRACT PERIOD:

The contract period for State of Idaho agencies shall be for three (3) years beginning May 1, 2004 and expiring April 30, 2007.

The contract period for the Boise City Independent School District, the City of Boise, and Ada County shall be for a period of one (1) year beginning May 1, 2004, expiring April 30, 2005 with options to renew for two (2) additional one (1) year periods.

The State specifically reserves the right to terminate the Contract after one (1) year, for any reason, upon ninety (90) days written notice

USE OF THE CONTRACT: Use of the Contract by State of Idaho agencies is mandatory (except as detailed below). Use of the Contract by a the Boise City Independent School District, the City of Boise, Ada County, and any other “public agency” is optional.

CONTRACT EXCLUSIONS. Not all items available in the Contractor’s catalog will be purchased under the ensuing Contract. Excluded and optional purchase items are listed in Exhibit A. The State or Agency reserves the right to individually bid large one-time requirements (generally those items that are ordered in significantly larger amounts or quantities than standard ordering quantity) or specific categories of items deemed to be in its best interest.

MANDATORY/OPTIONAL PURCHASE ITEMS: Most consumable office supply items in the Contractor’s catalog will be mandatory purchase items under this Contract. However, certain items such as, but not limited to: office machines and equipment, furniture, batteries, computer supplies, toners and ink cartridges shall be optional purchase. Exhibit A lists the optional purchase items.

ADMINISTRATIVE FEE: The prices to be paid by all Agencies shall be the prices bid by the Contractor plus one and one-quarter percent (1.25%). The additional percentage shall represent the Agency's contract usage administrative fee. On a quarterly basis, the Contractor shall remit to the respective Contracting Agencies (State of Idaho, City of Boise, Ada County, and Boise City Independent School District) an amount equal to the one and one-quarter percent (1.25%) of the Contractor's net (sales minus credits) quarterly Contract or Agreement sales.

Administrative fee payments are due no later than 30 days after the end of the calendar quarter (payments due on or before May 1, August 1, November 1, and February 1). The first payment will be due at the end of the first **full quarter** after contract award.

DELIVERY TIME/LOCATIONS

All deliveries within the Delivery Areas shall be completed within one (1) working or business day from the Contractor's receipt of order, provided the order is received by the Contractor before 3:00 p.m. (Agency local prevailing time). Delivery points are considered to be the specific ordering desk within an Agency, unless the Agency requests otherwise. Ordering Agencies must receive notification of backordered items. Contractor shall provide estimated arrival dates for backordered items unless other arrangements are made with the ordering Agency.

FILL RATE

Following a forty-five (45) calendar day period after commencement of the Contract, the Contractor shall maintain a monthly overall average fill rate of 95% for all Contract items. Line items that are reordered, back-ordered, or partially filled are not considered filled line items when calculating this service level. Orders not filled and partials shall be indicated on the packing list. The Contractor shall inform Agencies within the contractually required product delivery time of the availability date of non-filled and partial orders. Should the Contractor fail to meet the agreed-upon delivery schedule, thereby making the Agency order from another source, the Contractor may be required to pay the difference between the Contract price and the Agency's purchase price.

TRAINING

The Contractor will be required to provide training on an as-needed basis to individual Agencies on the aspects of ordering, shipping, billing, and receiving necessary to utilize the Contractor's system. The Contractor shall be required to provide initial training to Agencies within each of the six (6) core Idaho cities (Coeur d'Alene, Lewiston, Boise, Twin Falls, Pocatello, Idaho Falls) within 45 days of Contract implementation.

RETURNS AND OVERSTOCKED ITEMS

Agencies shall receive a full credit (including return freight charges if applicable) for all items returned within thirty (30) calendar days of receipt if products are in original container, unused, and in resalable condition. Any damage that occurs during the shipping of the items must be marked on the receiving document or reported in writing with two (2)

working days to the Contractor. It will be the Contractor's responsibility to notify the freight company and settle any claims.

VENDOR SUPPORT/CUSTOMER SERVICE

The Contractor shall be solely responsible for the means, methods, techniques, and sequences and procedures of implementation and service. The Contractor shall be responsible for ensuring that the work complies with the State's requirements. The Contractor shall provide competent, qualified personnel. The Contractor shall furnish all necessary materials, equipment, labor, transportation and incidentals for the execution and completion of the work. The Contractor must provide to each Agency a designated person(s) who administers this Contract and a four (4) hour response time to any customer inquiries, including order status, billing or pricing issues, and electronic catalog assistance.

MINIMUM ORDERS

The Contractor shall impose **no minimum order size or value** under the Contract. Pricing shall be the same for all Agencies regardless of their location.

PACKAGING

All orders packed for shipping shall be individually wrapped and labeled with Agency's name, location (street address, building, floor and room number), department or Agency function, name of ordering person (if required by Agency), order number, and number of cartons. A packing list must be included with each order. Packages containing multiple products shall be labeled as such.

PRODUCT ADDITIONS/DISCONTINUATIONS AND SUPERSEDING MODELS

The Contractor shall send notification of new products, discontinued products and superseding models of products to all customer Agencies as soon as additions or discontinuations are made known to the Contractor.

SUBSTITUTIONS

No products shall be substituted for other catalog items ordered by an Agency without the prior approval of the ordering Agency.

The State specifically reserves the right to terminate the Contract after one (1) year, for any reason, upon ninety (90) days written notice.

DISCOUNTS FOR OFFICE SUPPLY CONTRACT BOISE OFFICE SOLUTIONS - 2004 MAXI CATALOG

ADHESIVES, GLUE, CEMENT	Discount From List	Notes
Avery	60	
HighMark	70	
Manco	58	
3M	55	
AIR CLEANERS, FANS, HEATERS	50	
ATTACHES, PORTFOLIOS, CASES		
HighMark	60	
Fellowes	55	
Bond Street	45	
Aurora	50	
Targus	40	
All Others (Samsonite, Acco)	45	
BATTERIES, DRY CELL, WATCH, CALC, RECHARGEABLE	53	Optional Purchase
BINDERS, REPORT COVERS, PROTECTORS		
K&M	62	
Esselte	65	
Acco	55	
Abisco	67	
HighMark	73	
Stride	55	
GBC	67	
Wilson	62	
Laminating Equip & Supplies	51	
Binding Equipment & Supplies	67	
Binding Machines	50	
All Others	55	
BOARDS, EASELS & SUPPLIES		
GBC	50	
Advantus	50	
3M	50	
Avery	50	
Quartet	50	
Ovonics Boards	30	
All Others	50	
BOOKCASES, SHELVES		Optional Purchase
Eldon	50	Hon items are excluded
Hon	50	if already on contract
Safco	50	
Fireking	50	
Sentry	50	
Vertiflex	50	
All Others	50	
BOOKS, REFERENCE, DICTIONARY	45	
BREAKROOM, LUNCHROOM EQUIPMENT & SUPPLIES		
Paper, Plastic Foam Products	45	

Food Items (coffee, tea, creamer, sugar, etc.)	45
Small Appliances & Supplies (coffee makers, filters, etc.)	45
All Others	45

CALCULATORS

Texas Instruments	35
Aurora	48
Victor	40
Sharp	48
Canon	50
All Others	50

CALENDARS, DATED

At-A-Glance	61
Visual	52

CALENDARS, NON-DATED

Franklin Covey	50
At-A-Glance	50
Day-Timer	55

CALENDARS - ORGANIZERS

Franklin Covey	50
Day-Timer	50
At-A-Glance	50
Meadco	50
All Others	50

CALENDARS - ACADEMIC

At-A-Glance	56
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CAMERAS, DIGITAL & PC, MEMORY

Optional Purchase

CARD FILES, BUSINESS, ADDRESS BOOKS

Avery	50
Eldon	50

CATALOG RACKS

50

CHAIRS

Optional Purchase

Hon	50
Global	50
Safco	50
HighMark	51
Lazboy	50
National	50
All Others	50

Hon items excluded if already on contract

CLIPBOARDS, HOLDERS

65

CLIPS, CLAMPS, TACKS, FASTENERS

Acco	66
HighMark	75
Offmat	70
Advantus	50
Esselte	30

CLOCKS

63

COMPUTER ACCESSORIES, CLEANERS, DUSTERS, COPY HOLDERS

Read Rite	50
HighMark	60
Fellowes	55
3M	50
Kelly	50
Acco	50
Eldon	50
Safco	40
All Other items	50

COMPUTER FURNITURE, PRINTER STANDS

Optional Purchase

Balt	40
Maylin	50
Safco	40
Vertiflex	50
Hon	50
Bretford	40
Safe Co	40
HighMark	50
All Others	50

Hon items excluded
if already on contract

COMPUTER STORAGE & ACCESSORIES

Verbatim	40
Sony	50
Iomega	20
Simple Tech	35
All Others	50

CONFERENCE ROOM FURNITURE

Optional Purchase

Iceberg	50
Bretford	50
Hon	50
Chrome	50
HighMark	50
All Others	50

Hon items excluded
if already on contract

COPIER & FAX SUPPLIES, TONER & INK CARTRIDGES

Optional Purchase

Canon	39
Brother	39
Sharp	50
Nu-Kote	50
Mita	50
Panasonic	50
Ricoh	40
Lanier	39
Xerox	35
Minolta	39
Toshiba	50
All Other items	39

CORRECTION FLUID, MOISTENERS, FINGER TIPS

Liquid Paper	58
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Gillet	58
Bic	58
SKM	65
Quality Park	60
Lee	59
Paper Mate	58
HighMark	72
Other	58
CUTTERS, KNIFES, BLADES	63

DATA BINDERS & SUPPLIES

Acco	61
Wilson	61
All Others	61

DESK ACCESSORIES, TRAYS, BOOKENDS, HOLDERS, KEY CABINETS

Offmat	58
Fellowes	58
At-A-Glance	55
Eldon	55
3M	50
Buddy	58
HighMark	60
Safco	48
All Others	50

DESK PADS, MOTIVATIONAL ITEMS, FRAMES, HOLDERS

	55
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DESKS, CREDENZAS, WORKSTATIONS

Hon	50
Bush	50
Global	50
All Others	50

Optional Purchase
Hon items excluded
if already on contract

DISKETTES, DATA MEDIA, STORAGE

Imation	50
HighMark	55
Fuji	50
Maxell	50
Verbatim	40
Sony	50
Iomega	20
Hewlett-Packard	40
Prism	46

DRAFTING, ART SUPPLIES, RULERS, CRAYONS

Acme	60
HighMark	60
All Others	60

Optional Purchase

ELECTRONIC ORGANIZERS, PDA'S

	10
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ENVELOPES

Sealed Air	67
HighMark	70

Excluded except for less
than case quantities or
items not on current contract

Quality Park	67
Southworth	60
All Others	67

ERASERS, PENCIL, CHALKBOARD

Pentel	60
Sanford	60
HighMark	65
All Others	60

ERGONOMIC ACCESSORIES

3M	50
Fellowes	53
Acco	53
McGill	50
Kelly	50
Safco	50
HighMark	65
Iceberg	50
All Others	50

FILE FOLDERS (TOP TAB)

Esselte	65
HighMark	75
SJ Paper	59
Safco	45

FILE FOLDERS (END TAB)

Esselte	60
Monarch	60
All Others	60

FILING GUIDES, SORTERS

Esselte	58
Buddy	58
All Others	58

FILM, DICTATION & RECORDERS & SUPPLIES

Optional Purchase

FIRST AID SUPPLIES, MAINTENANCE, JANITORIAL SUPPLIES

Optional Purchase

HANGING FOLDERS, ORGANIZERS

Esselte	60
HighMark	75
Eldon	50
Fellowes	50

HIGHLIGHTERS

Sanford	55
Bic	60
Avery	60
HighMark	62
Stride	50
Stabilo (Avery)	60
Eberhard Faber	82
All Others	55

INDEX CARDS

HighMark	80
Esselte	75
Avery	50
All Others	55

INDEXES & TABS

Avery	58
Quartet	50
All Others	55

INDUSTRIAL FURNITURE, CHAIRMATS, COAT HANGERS, STOOLS

Master Caster	53
Eldon	53
Advantus	53
GBC	53
Safco	53
HighMark	70
All Others	53

LABELS, LABELMAKERS & SUPPLIES, BADGES

Avery	58
Brother	45
Dymo	58
Esselte	58
GBC	51
HighMark	65
Fellowes	51
Simon	51
Panter	53
3M	81

LAMPS & BULBS

Optional Use

MAPS, GLOBES, ATLAS, FLAGS

Not Available

MARKERS, MARKING DEVICES, PERMANET, WHITEBOARD SUPPLIES

Sanford	55
Avery	60
HighMark	62
All Others	55

MARKERS, DRY & WET ERASE

Sanford	55
Stride	50
Expo (Sanford)	55
Vis-à-Vis (Sanford)	55
Avery	60
HighMark	62
All Others	55

MARKERS, PERMANENT

Sharpie (Sanford)	55
Marks-A-Lot (Avery)	60
HighMark	62

Bic	60	
MONEY & CASH BOXES, BAGS, COIN TUBES, WALLETS	62	
MONITORS, COMPUTER	NA	Not Available

PADS, NOTEBOOKS, FORMS

HighMark	70
Tops	60
3M	50
Avery	65
Esselte	55
All Others	50

PANEL SYSTEMS

Optional Purchase

Hon	50	Hon items are excluded if already on contract
B.P.I.	53	

PAPER, ADDING MACHINE, CALCULATOR, FAX ROLLS

PM Company	70
Tops	80
IBM	50

PAPER, COMPUTER

HighMark	76
IBM	65

PAPER, COPY, LASER, INKJET

Copy paper is bid separately and is Excluded except for less than case quantities and specialty papers

Boise Cascade	75
Hewlett-Packard	50
Xerox	75
IBM	75
River	57
Southworth	50
Epson	50
Boise Splox	50
All Others	50

PAPER, WIDE FORMAT

Hewlett-Packard	35
Boise Cascade	50

PENCIL SHARPENERS

Hunt	55
Pointe	90

PENCILS - AUTOMATIC, LEAD, ERASERS

Pentel	60
Bic	60
Sanford	55
Paper Mate	55
HighMark	65
Pilot	60
Pointe	60
All Others	55

PENCILS - WOODCASE

Pointe	75
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Sanford	75
All Others	75

PENS, BALLPOINT, FINE WRITING

Cross	45
Waterman	50
Stride	50
Pentel	50

PENS, BALLPOINT, RETRACTABLE

Pilot	59
Paper Mate	59
Pentel	57
Stride	50
Avery	50
Bic	59
HighMark	70

PENS, BALLPOINT, STIC

Pentel	57
HighMark	70
Bic	59
Paper Mate	59

PENS, ROLLER BALL AND GEL INK

Pilot	59
Sanford	59
Pentel	57
Avery	50
Stride	50
Bic	59
HighMark	60

PENS, POROUS POINT

Paper Mate	59
Eberhard Faber	90
Bic	60

PENS, REFILLS AND ACCESSORIES - see above mfgs

POSTAL SCALES

53

PRINT TONERS, DEVELOPERS, PRINT CARTRIDGES, MAINTENANCE KITS Optional Purchase

Copier Toner, OEM	36
Copier Toner, Remanufactured (MBE Guy Brown & MSI)	50
Fax, Laser Toner, OEM	39
Fax, Laser Toner, Remanufactured	45
Ink Cartridges (Inject, Bubblejet, Deskjet)	36
Printer Toner, Laser, OEM	36
Printer Toner, Remanufactured (Platinum/Choice)	55
HighMark	45

PRINTERS & SCANNERS

Optional Purchase

Hewlett-Packard	25
Brother	25
Canon	25

All Others	25
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PROJECTORS & SUPPLIES, PRESENTATION PRODUCTS, TRANSPARENCIES

Film, Transparencies	55
Projector Bulbs, Overhead	80
Film, Laser, Inject	55
Pointers	60
All Others	55

PUNCHES

Swingline	61
McGill	55
HighMark	75
Acco	61
GBC	50
Officemate	61

RACKS, LITERATURE, MAILROOM FURNITURE, ORGANIZERS, SORTERS

Eldon	58
Buddy	58
Fellowes	58
Safco	48
Officemate	58
HighMark	60
All Others	50

RADIOS, TELEVISION, MULTI-MEDIA

Optional Purchase

RESTROOM SUPPLIES, PAPER, SOAPS, AIR FRESHENER

Optional Purchase

RIBBONS, PRINTER, CALCULATORS

Nu-Kote	65
Okidata	45
Lexmark	45
Epson	50
Brother	60
Smith Corona	50

RUBBERBANDS

HighMark	80
Alliance	55

SHEARS, KNIVES, LETTER OPENERS

Acme	63
Hunt	50
Panasonic	50
HighMark	85

SHIPPING & MAILROOM SUPPLIES

Quality Park	65
Fellowes	55
Sealed Air	75
Major	45
Advantus	55
Martin	25

SHREDDERS

Fellowes	50
SIGNS & SIGN HOLDERS	53
STAMP PADS, INKS	
Sanford	50
Avery	60
Consolidated	55
Quartet	50
STAMPS, DATERS, NUMBERING MACHINES	
Consolidated	53
HighMark	75
Esselte	45
Tops	45
X-Stamper (Integrated)	45
All Others	45
STAPLES, STAPLER, TACKERS	
Swingline	65
HighMark	75
Offmat	80
Acco	65
Pointe	75
STORAGE BOXES	
Fellowes	60
Quality Park	61
Alliance	50
Stor-A-File	61
Saalfeld	40
SURGE PROTECTORS, MICE, KEYBORDS, CABLES, CORDS	
Fellowes	67
HighMark	67
Master Cable	50
Tripp	50
APC	25
Alliance	40
Logitech	30
All Other items	50
TAGS, FLAGS, POST-IT NOTES	
3M Post-It Notes	55
3M Tape Flags	55
3M All Others (pads, dispensors)	55
Redi-Tag	55
TAPE & TAPE DISPENSERS	
3M Magic Tape	57
3M Sealing Tape	57
3M Masking Tape	57
3M All Other Tapes & Dispensors	57
HighMark	75
Quality Park	65

TELEPHONE ACCESSORIES, CORDS, HEADSET, RESTS	42	
TYPEWRITERS	NA	Not Available
WASTEBASKETS & LINERS		
Eldon	50	
Fellowes	50	
Safco	40	
Safeco	50	

ALL OTHER ITEMS IN BOISE 2004 MAXI CATALOG NOT LISTED ON THIS BIDDING SHEET AND NOT SPECIFICALLY EXEMPTED	58
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**ITEMS NOT LISTED IN THE BOISE 2004 MAXI CATALOG ARE
AVAILABLE THROUGH UNITED AND SP RICHARDS CATALOGS
AND ARE PRICED AT 15% OFF LIST PRICE**

EXHIBIT A

LIST OF EXCLUDED AND OPTIONAL ITEMS TO THE CONTRACT

Most standard, consumable office supplies offered by through the Contractor's catalog are mandatory purchase. Most equipment and office machines are optional purchase by Agencies. Several items are bid and contracted for separately by the State and other public agencies are considered to be exempt from this contract. In some cases exempt items may be purchased from this Contract if they meet certain requirements as indicated below. The State reserves the right to issue bids for any single commodity category items as needed and in the best interest of the State.

Exempt and/or Optional Items:

Art and School Supplies (optional)

Audio/Video Magnetic Tape and Cassettes (excluded except for less than case quantities and items not available on existing contracts)

Batteries (Dry Cell) (excluded except for less than case quantities and items not available on existing contracts)

Electric Lights Bulbs and Fluorescent (optional)

Engraved Plates and Signs (optional)

Envelopes (excluded except for less than case quantities and items not available on existing contracts)

Facsimile Equipment (excluded)

Facsimile Supplies (optional)

Microcomputer Supplies (optional)

Microcomputer Equipment and Peripherals (optional)

Office Furniture, Chairs, Desks, and File Cabinets (Hon contracted items are excluded - optional for all other brands)

Paper, Bond (excluded except for less than case quantity not available on other statewide contracts)

Paper & Plastic Products (excluded except for small quantities of break room or janitorial supplies not available on existing contracts)

Photocopiers (excluded)

Photocopier Supplies (optional)

Photographic Film & Supplies (optional)

Print and Toner Cartridges (optional)

Telephones (excluded)
